

## Code of Conduct

### Information and Frequently Asked Questions

#### Code of Conduct Training Modules Available

Minnesota Management and Budget produced Code of Conduct Training modules that cover both the state's statutory code of ethics ([MN Stat. Section 43A.38](#)) and the [Statewide Code of Conduct Operating Policy](#). The trainings are available in Enterprise Learning Management (ELM).

The [Statewide Code of Conduct Operating Procedure](#) requires each agency to have an agency specific code of conduct program. Agency procedures must define:

- Which employees and/or positions for with the annual certification will be applicable
- Mechanisms and communication channels to report suspected violations
- Process for investigating and resolving reports of suspected violations
- Types and frequency of code of conduct and ethics-related employee training

Agencies are not required to use the trainings for their ethics-related training program. However, agencies must have comparable training content which provides applicable employees with the information they need to sign the code of conduct certification form.

#### Code of Conduct Certification

At minimum, agency heads and senior leadership, as well as all employees with accounting, auditing, financial reporting, and tax-filing duties, must sign the annual code of conduct certification. The ELM platform allows agencies the option to electronically collect certifications for applicable employees. However, paper certification forms are also still available on the [Internal Control and Accountability website](#).

#### Frequently Asked Questions

**Who must take the training?** State policy requires agencies to have a code of conduct/ethics program. These trainings support the training requirement of the program.

**Who must complete the Code of Conduct Certification?** All applicable employees must sign the certification annually. At a minimum applicable employees includes agencies heads and senior leadership, as well as all employees with accounting, auditing, financial reporting, and tax-filing duties.

**How long will the training take?**

If using the MMB developed training for agency heads, executive branch managers, and executive branch employees, completion takes around 15 – 20 minutes.

**Do I have to complete the training in one sitting?** No, the MMB developed course is designed to bookmark your progress. If you are not able to complete the training in one sitting, when you return to ELM, it will start where you left off.

**How do I access the trainings?**

View enrollment instructions in ELM. Search “code of ethics” to find the courses.

**Questions?**

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